

Shree Somnath Sanskrit University

(Accredited by NAAC with A+ Grade)

Rajendra Bhuvan Road, Near Birla Temple, VERAVAL – 362 265

Dist. Gir-Somnath, Gujarat, India

Publication Regulations

(Rules & Regulations governing publications of Shree Somnath Sanskrit University – Veraval as per the following)

General - Shree Somnath Sanskrit University, Veraval was established by Government of Gujarat on 12-04-2005 through an Act of Legislative Assembly passed on April 1, 2005. The University Grants Commission gave approval under section 2 (f) and included it in the list of recognized Universities on 17-02-2006. The UGC gave approval under section 12 (B) on 15-09-2021. Academic Sessions of Colleges began from June 2006 and the Post Graduate Sahitya Department was established on 20-07-2006. It is the Public State University with Sanskrit as its medium of instruction, having Seven Faculties and One Constituent College in the main campus.

The major objective of the University is to publish research oriented books, reference books, University research journal as well as University newsletter periodically.

Publication Regulation No. 01

Selection of Manuscript for Titles

The *Research Officer* shall procure the manuscript before the Publication Committee after the prior approval of the same on its concerned file along with estimated publication cost. The Publication Committee shall select manuscript for publication on the basis of its criteria either in hardcopy or softcopy (E-book in PDF). The selected manuscript/book/Ph.D. Thesis/Title shall be reviewed by at least two respective subject experts, out of which one shall be from outside the State if possible. The *Vice-Chancellor* shall give the names of the subject experts/reviewers to review the selected manuscript/book/Ph.D. Thesis/Title on its concerned file. They will submit the review reports to the University Publication Section confidentially. The subject expert/s/reviewer/s shall be given maximum period of three (3) months to submit their review report/s with maximum three (3) reminders, if required. On non receipt of the review report/s from the respective subject expert/s/reviewer/s, the *Research Officer* shall put up the file after three months. With the permission of the Vice-Chancellor of the University on its concerned file, the *Research Officer* shall send the selected manuscript/book/Ph.D. Thesis/Title to the third/fourth subject expert/reviewer, whose name is given in a panel by the *Vice-Chancellor* in waiting. The *Vice-Chancellor* shall give a panel of two names of subject expert/s/reviewer/s with two additional names in waiting. In the event of the difference of opinion between two review reports, the *Vice-Chancellor* may appoint a third subject expert for this purpose. If, one report is negative or there is a mention of edition / modification, then the author / translator / editor / researcher /s shall be asked to revise/ edit/modify his/her Title. In case of revision, the author / translator / editor / researcher/s shall re-submit his / her selected manuscript / book / Ph.D. Thesis / Title after incorporating revisions suggested. The respective subject expert shall examine the revision and shall submit the review report to the University Publication Section again.

The *Vice-Chancellor* of the University shall be the **Chief-Editor** of all the publications being

made under different series of this University by virtue of the post. The *Registrar* of the University shall be the **Publisher** of all the publications being made under different series of this University by virtue of the post. The *Research Officer* shall coordinate all these proceedings, communicate with the respective Author / Editor / Researcher / Translator/s and assist them in editing their respective publications before they get published under different series of this University; therefore, he/she will be the **Assistant Editor** and **Coordinator** of all the publications being made under different series of this University. The *Research Officer* shall also act as the Member Secretary of the Publication Committee of this University by virtue of the post.

Publication Regulation No. 02

Number of Copies to be published

Number of copies depends on the manuscript. Generally we will print selected books in 500 hard copies. They will be published either as paper back or hard bound keeping in mind the total number of pages. The University shall publish University Diary-Calendar-Planner annually in 500 copies each.

Publication Regulation No. 03

Copyright

The Copyright will be reserved with the University (Shree Somnath Sanskrit University). The University can republish/reprint the book with/without revision with author's consent.

Publication Regulation No. 04

Honorarium to authors/translators/proof readers/subject expert/reviewer

The prevailing norms for the Honorarium are as follows:

- A. The authors are to be paid Rs. 150/- per page (A4 size with single line spacing and fonts size 12 for English, 14 for Sanskrit, Gujarati & Hindi with 2.5 cms margins from all four sides) of original writing.
- B. The translators are to be paid Rs. 100/- per page (A4 size with single line spacing and fonts size 12 for English, 14 for Sanskrit, Gujarati & Hindi with 2.5 cms margins from all four sides).
- C. The proof readers are to be paid Rs. 10/- per page (A4 size) for three proofs under the scheme of *Earn While You Learn*. The rate per page for first proof is Rs. 3:50/-, the rate per page for the second proof is Rs. 3:50 /- and the rate per page for the third proof is Rs. 3:00/-.
- D. The rate for data entry and type-setting will be as per the tender rates approved every year or if not approved in tender then it is Rs. 50/- per page (A4 size) for normal running matter in Sanskrit, Gujarati, Hindi and English under the scheme of *Earn While You Learn*. The rate for data entry and type setting for matter with formula / diagrams or multi lingual matter is Rs. 60/- per page (A4 size). This includes typing/correction/language-grammar edition/compilation up to three proofs under the scheme of *Earn While You Learn*.
- E. We shall provide five (5) complimentary copies of the publication to a single author / translator / editor / researcher/s. In case of two or more authors/translators/editors/researchers, we shall provide ten (10) complimentary copies of the publication on equal sharing basis.
- F. The reviewers/critics are to be paid Rs. 10/- per page (A4 size) for reviewing any book received by the University for Publication.
- G. The reviewers/critics are to be paid Rs. 1,000/- for reviewing research papers/articles received by the University for Publication for research papers/articles up to ten (10). In case of more than ten (10)

research papers/articles, the reviewers/critics are to be paid Rs. 100/- per research paper/article in addition to Rs. 1,000/-.

- H. No any remuneration / honourarium shall be paid to a researcher whose Ph.D. Thesis gets published in a book form by this University under the Research Grantha Series / संशोधनग्रन्थमाला.
- I. No any remuneration / honourarium shall be paid to an editor/s whose compilation/editing work gets published in a book form by this University under any Grantha Series / ग्रन्थमाला of this University.
- J. The author/translator/editor/researcher/s shall enter into a **Publication Agreement** with the University before the publication goes for further step of publication.
- K. The rate for the Design (inclusive of alignment, design and page layout of the publication) rate of Rs. 30 /- per A4 page (for E-Book in PDF) under the scheme of *Earn While You Learn*.
- L. The author of research paper/article of the University Research Journal (शोधज्योतिः) or proceeding volume shall be given the softcopy (PDF) of his/her contribution as complimentary copy. It is resolved that he/she can purchase the hardcopy independently, in case of requirement.

Publication Regulation No. 05

Typing Specifications for Book Publication in PageMaker

Language	:	English
1 Fonts	:	Times/Times New Roman
2 Text font size	:	12 pt.
3 Sub heading size	:	14 pt.
4 Main heading size	:	16 pt.
5 Footnote font size	:	10 pt.
6 Para first line	:	0.3 inch
7 Line spacing	:	Auto
8 Paragraph spacing	:	0.05 pt.

Language	:	SANSKRIT/HINDI
1 Fonts	:	(1) Shree Lipi (Recommended) (Any Version) (2) Arial Unicode MS (3) Kokila (4) Mangal (Fonts be Unicode Compatible)
2 Text font size	:	14 pt.
3 Sub heading size	:	16 pt.
4 Main heading size	:	18 pt.
5 Footnote font size	:	12 pt.
6 Para first line	:	0.3 inch
7 Line spacing	:	Auto
8 Paragraph spacing	:	0.05 pt.

Language	:	GUJARATI
1 Fonts	:	(1) Shree Lipi (Recommended) (Any Version) (2) Arial Unicode MS (3) Shruti (Fonts be Unicode Compatible)
2 Text font size	:	14 pt.
3 Sub heading size	:	16 pt.
4 Main heading size	:	18 pt.
5 Footnote font size	:	12 pt.

- 6 Para first line : 0.3 inch
7 Line spacing : Auto
8 Paragraph spacing : 0.05 pt.

In PageMaker, Page Size : 5.75" x 8.5"
Printing Size : 4.25" x 7"
Margin : 0.75" all sides

Note: Sanskrit/Hindi/Gujarati text can be sent to us with fonts both in PDF and Original PageMaker. (If possible save the file in PDF with fonts embedded.)

Publication Regulation No. 06 Price Fixation & Discount Policy

The major objective of the University is to make available quality textbooks/reference books to the students of Sanskrit. The selling price of the book is two times more than the actual cost. The price calculation takes into consideration the cost of proof reading, cost of data entry & typesetting, cost of printing including the title designing & binding and the cost of paper. 50% discount for the Distributors / Publishers / Booksellers / Colleges / Universities / Academic Institutions who purchase minimum ten (10) copies of each publication. 40% discount for every individual buyer like Author / Editor / Researcher / Translator / Teachers etc. If any Distributors / Publishers / Booksellers / Colleges / Universities / Academic Institutions purchase less than ten (10) copies of each publication, then 40% discount will be applicable. Both discount rates of 40% & 50% are applicable only on those publications whose MRP has been fixed as per the Price Fixation policy of the University.

Publication Regulation No. 07 University Research Journal (शोधज्योतिः)

The Editorial Committee for University Research Journal (शोधज्योतिः) shall be from the Academic Staff of the University. The *Vice-Chancellor* of the University shall be the **Chief-Editor** by virtue of the post. The *Registrar* of the University shall be the **Publisher** by virtue of the post. Generally, we shall print 500 hard copies and if required more, then we shall print more with the written permission of Honourable *Vice-Chancellor* on file. The cover page of the Journal shall be of two/multi colour and the content shall be printed in single colour. It will be published annually. The cost of the Journal shall be as per the price fixation policy and discount will be applicable as per the Publication Regulation No. 6 from issue number 5 and onwards. The University Research Journal (शोधज्योतिः) shall have the Advisory Committee to review articles before they get published. It will also have the Editorial Committee to proof-read and edit the concerned issue. The University Research Journal (शोधज्योतिः) shall be compiled by the **Managing Editor**. The Managing Editor shall be the senior faculty of the University and shall be nominated by Hon'ble *Vice-Chancellor* of the University. The University Research Journal (शोधज्योतिः) shall be peer reviewed and multi-lingual (Sanskrit-Hindi-Gujarati-English) journal. It will be published annually. A maximum of 25 research articles/papers and that too in 200 to 250 pages shall be published in all issues of the University Research Journal (शोधज्योतिः) from issue number 5 and onwards. In case of more than 25 research articles/paper are suitable for publication for that issue, it is resolved to reserve other research articles/papers from research

article/paper 26 and/or onwards for the next issue. The Managing Editor shall provide softcopy (PDF) of the research article/paper/issue of the University Research Journal (शोधज्योतिः) as complimentary copy. It is resolved that an author can purchase the hardcopy independently, in case of requirement.

Publication Regulation No. 08 **University Newsletter (सोमज्योतिः)**

The University Newsletter (सोमज्योतिः) shall be compiled by the *Librarian* and thus he/she will be the **Managing Editor**. The *Vice-Chancellor* of the University shall be the **Chief-Editor** by virtue of the post. The *Registrar* of the University shall be the **Publisher** by virtue of the post. The Academic Staff of the University will help in editing it academically. Generally we will print 500 hard copies and if required more, then we will print more with the written permission of Honourable *Vice-Chancellor* on its concerned file. The University Newsletter (सोमज्योतिः) will be printed in two/multi colour as per the demand of time. It will be published quarterly.

Publication Regulation No. 09 **Name of Book Series**

The University publishes books under the following three Series and they are as under:

- (1) Shree Somnath Sanskrit University Shastra Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयशास्त्रग्रन्थमाला
- (2) Shree Somnath Sanskrit University Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयग्रन्थमाला
- (3) Shree Somnath Sanskrit University Research Grantha Series
श्रीसोमनाथसंस्कृतविश्वविद्यालयसंशोधनग्रन्थमाला
- (4) Shree Somnath Sanskrit University E-Book Series
श्रीसोमनाथसंस्कृतविश्वविद्यालय-ई-ग्रन्थमाला

Publication Regulation No. 10 **Distribution of Published Books**

The University shall print 500 hard copies of any book. Therefore, the internal distribution of the publication shall be as under:

No.	Office/Section	Copies (In case of a Single A/E/R/T)	Copies (In case of two or more A/E/R/T)
1	Vice-Chancellor's Office (Chief Editor)	5	5
2	Registrar's Office (Publisher)	3	3
3	Research & Publication Section	2	2
4	Library Section	5	5
5	Author/Editor/Researcher/Translator	5	10
Total		20	25

Note: The hardcopy of book shall not be distributed amongst all the authors/researchers, who have contributed their research paper/article in the respective book (Edited/Proceeding Volume etc.).

Publication Regulation No. 11

Distribution of University Research Journal (शोधज्योतिः)

The University shall print 500 copies of the University Research Journal (शोधज्योतिः). The distribution of the same shall be as under:

No.	Office/Section	Copies
1	Vice-Chancellor's Office (Chief Editor)	5
2	Registrar's Office (Publisher)	3
3	Research & Publication Section	2
4	Library Section	5
5	Managing Editor	1
Total		16

Note: The hardcopy of the University Research Journal (शोधज्योतिः) shall not be distributed amongst all the authors/researchers, who have contributed their research paper/article in the respective issue of the शोधज्योतिः. The hardcopy of it shall not be distributed amongst all the members of the Editorial Committee/Board, who have contributed in editing the respective issue of the शोधज्योतिः.

Publication Regulation No. 12

Distribution of University Newsletter (सोमज्योतिः)

The University shall print 500 hard copies of the University Newsletter (सोमज्योतिः). The distribution of the University Newsletter (सोमज्योतिः) shall be as under in the University campus (internally):

No.	Office/Section	Copies
1	Vice-Chancellor's Office	5
2	Registrar's Office	5
3	Head, P.G. Section	1
4	Principal, Constituent College	1
5	Administrative Section	1
6	Accounts Section	1
7	Admission & Examination Section	1
8	Research & Publication Section	5
9	Library Section	5
10	Estate Section	1
11	Computer Section*	1
12	Affiliation & Academic Section	1
Total		28

Note: * The University Newsletter (सोमज्योतिः) shall be distributed free of cost as it is printed without any M.R.P. (Retail/Selling Price). It will be distributed amongst all the Members of the Executive

Council/ Academic Council/Finance Committee/Deans & Members, all approved Research Center/s, all affiliated Mahavidyalays/Colleges, recognised Diploma Centers & PGDCA Study Centers of this University, all the Ph.D. Candidates (who are pursuing their Ph.D. currently), all the Sanskrit Universities of India, all General Universities of Gujarat, all Sanskrit Departments of General Universities of Gujarat, all Oriental Institutes/Oriental Libraries/ Museums, all Campuses of Central Sanskrit University. It can be distributed free of cost to all Adarsh Mahavidyalayas-all affiliated institutes- all Mukta Svadhyay Kendras of CSU, New Delhi. The University Newsletter (सोमज्योतिः) shall be distributed amongst all the academic staff (one copy each) of the University campus.

Publication Regulation No. 13 **Publication of University Diary-Calendar-Planner**

The University shall publish University Diary-Calendar-Planner annually. Generally, we shall print 500 copies of each. If required more, we shall print more copies with the written permission of Honourable *Vice-Chancellor* on file. The cover page of the Diary as well as messages of the dignitaries shall be printed in multi colour and rest of the content shall be printed in single colour. The Calendar shall be printed in multi colour. The cover page of the Planner shall be printed in multi colour and rest of the content shall be printed in single colour. The **Research Officer** shall compile and edit them completely; therefore, he will be the **Editor** of these three publications. On the successful printing of these three, all the copies of these three publications shall be submitted to the Stores Section/Administration Section for their distribution, storing and record keeping. These three will be distributed free of cost if they are printed without any M.R.P. (Retail/Selling Price) to all the offices and the concerned persons/dignitaries with messages mentioned in the Diary published every year.

Further, these three will be distributed amongst the Members of the Executive Council/ Academic Council/Finance Committee/Deans & Members, all approved Research Center/s, all affiliated Mahavidyalays/Colleges, recognized Diploma Centers & PGDCA Study Centers of this University, all the Sanskrit Universities of India, all General Universities of Gujarat, all members of the Ministers and Secretaries of Education Department (Government of Gujarat), UGC & other offices mentioned in the Diary. The internal distribution shall be as under:

In case of printing 500 Copies

No.	Office/Section	Copies
1	Vice-Chancellor's Office	5
2	Vice-Chancellor's Residence	3
3	Registrar's Office	5
4	Registrar's Residence	3
5	Administrative Section	1
6	Accounts Section	1
7	Admission & Examination Section	4
8	Research & Publication Section	1
9	Library Section	2
10	Estate Section	1
11	Computer Section*	1
12	Affiliation & Academic Section	1
13	Academic Section (All Staff)	25
Total		53

Publication Regulations of Shree Somnath Sanskrit University-Veraval approved in Academic Council No.19 & Executive Council No.31 dated 23-01-2015 & Amendments made and approved in Academic Council No.29 & Executive Council No.53 dated 20-10-2018, Old Publication Policy has been renamed as Publication Regulations being approved in Academic Council No.29 & Executive Council No.53 dated 20-10-2018. Amendments made and approved in Academic Council No.35 dated 03-09-2020 & Executive Council No.67 dated 05-09-2020. Amendments made and approved in Academic Council No.39 dated 15-07-2021 & Executive Council No.76 dated 19- 07-2021. Amendments made and approved in Academic Council No.42 dated 30-06-2022. Amendments made as per the recommendations of the University's Publication Committee No. 20 dated 23-05-2023, approved in Academic Council No. 44 dated 03-06-2023 & Executive Council No. 89 dated 14-06-2023.

In case of printing more than 500 Copies

No.	Office/Section	Copies
1	Vice-Chancellor's Office	10
2	Vice-Chancellor's Residence	5
3	Registrar's Office	10
4	Registrar's Residence	5
5	Administrative Section	5
6	Accounts Section	5
7	Admission & Examination Section	5
8	Research & Publication Section	5
9	Library Section	5
10	Estate Section	5
11	Computer Section*	5
12	Affiliation & Academic Section	2
13	Academic Section (All Staff)	50
Total		117
